

DISTRICT OF COLUMBIA RETIREMENT BOARD

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.: RB-2005-14

POSITION: Administrative Assistant

OPENING DATE: 8-31-05

CLOSING DATE: Open Until Filled
First Screening Date: 09-14-05

TOUR OF DUTY: 8:30 a.m. – 5:00 p.m.

SALARY RANGE: \$30,000 - \$37,000

WORKSITE: 900 7th Street, NW
Washington, DC 20001

AREA OF CONSIDERATION: Unlimited

PROMOTION POTENTIAL: Yes

NO. OF VACANCIES: 1

DURATION OF APPOINTMENT: ☒ Permanent, ☐ Term { 13 months to 4 years },
Not to Exceed _____ ☐ Temporary { up to 1 year }, Not to Exceed ____ months

☐ This position **IS** in the collective bargaining unit represented by and you may be required to pay an agency service fee through an automatic payroll deduction.

☒ This position **IS NOT** in a collective bargaining unit.

“RESIDENCY PREFERENCE AMENDMENT ACT OF 1988”

An applicant for a position in the Career Service or for an attorney position (DS-905) in the Legal Service who is a bona fide resident of the District of Columbia **AT THE TIME OF APPLICATION** may claim a hiring preference over a nonresident applicant by completing the “Residency Preference for Employment” form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.”

BRIEF DESCRIPTION OF DUTIES: The Administrative Assistant provides administrative and clerical support as needed in order to ensure the continuation of office operations.

PRIMARY RESPONSIBILITIES

1. Schedule and organize complex activities such as meetings, travel, and department activities for all members of the Operations staff
2. Create and design general correspondences, memos, charts, tables, graphs, business plans, etc.
3. Plan, prioritize, and organize diversified workload, recommend changes in office practices or procedures
4. Serve as back-up to receptionist

QUALIFICATION REQUIREMENTS:

- High School diploma
- 2 years of relevant experience

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

RANKING FACTORS

1. Ability to type at least 60 WPM
2. Skill in the use of personal computers and Microsoft office products
3. Organization and coordination skills
4. Ability to maintain calendars and schedule appointments
5. Ability to communicate effectively, both orally and in writing
6. Ability to maintain confidentiality of records and information
7. Ability to create, compose, and edit written materials

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATION ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

Applications submitted for consideration will not be returned to the applicant, except that applications received outside the area of consideration or after the closing date will be returned without action.

HOW TO APPLY: All applicants, including departmental employees and other DC Government employees, must submit the District of Columbia Government Employment Application, DC 2000.

WHERE TO APPLY: DC Retirement Board
1400 L Street, NW, Suite 300
Washington, DC 20005
Attention: Valerie Wilkins, HR Manager

AN EQUAL OPPORTUNITY EMPLOYER – ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, PHYSICAL HANDICAP, OR POLITICAL AFFILIATION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the DC government on or after January 1, 1980, who is receiving an annuity under (a) any federal or District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment; or (b) any retirement system of the uniformed services of the United States shall have his or her pay reduced by that amount of the individual's salary which when added to his or her annuity exceeds the basic pay then in effect for step one of a Grade 15 of the District Service Schedule 1.